

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Office Assistant III (199-2)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$24,943- \$26,140
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: April 19, 2016
DATE AVAILABLE: April 27, 2016
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to provide clerical and/or technical support for the entire Income Maintenance Division and will provide back up to other areas of the Agency as needed.

ESSENTIAL JOB FUNCTIONS

Creating, maintaining and tracking reports, as well as handling, recording and distributing volumes of mail related to Food Assistance Program eligibility. Maintaining spreadsheets, sending out recertification to clients, coordinating recertification documentation consisting of logging and distribution to appropriate work teams. Filing and public contact via telephone, or walk-in, to assist clients in working with caseworkers to obtain required information.

MINIMUM EDUCATION AND EXPERIENCE

High school graduate/GED and one year of clerical experience required. Working knowledge of data entry procedures through computer systems. Must be knowledgeable in operation of computers and other office machines including typewriter, calculator and copier. Basic knowledge of state computer systems and data entry experience preferred. Must be able to understand and prioritize work to adhere to County, State and Federal timeframes. Must be able to type a minimum of 40 words per minute.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned by the Supervisor, the Income Maintenance Administrator and the Director. Provides receptionist duties at times to Central Clerical.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Typing test required which must be completed at the Division of Employment Security. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

